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ABSTRACT

The training manual was developed as a tool for understanding the occupational information and descriptive data presented in the Dictionary of Occupational Titles (DOT) (Volumes 1 and 2 and Supplements 1 and 2). Exercises are provided in workbook form to increase an understanding of the occupational information presented. Exercises coordinated with volume 1, which contains descriptions of the various occupations in the economy, are presented for the following areas: (1) job definition, (2) the occupational classification and code, and (3) arrangements and uses of the DOT. Exercises on how to effectively use the technical information presented in volume 2 are presented for the following areas: (1) an explanation of the last three digits, (2) occupational group arrangement, (3) areas of work, (4) worker trait groups within areas of work, (5) qualifications profile, (6) edge index, and (7) industry arrangement. Exercises related to supplements 1 and 2 are also included. A glossary of terms related to the use of DOT and an answer key are also provided. (Author/EC)

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TRAINING MANUAL:
DICTIONARY OF OCCUPATIONAL TITLES

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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1974

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FOREWORD

The professional staff of the Georgia Division of Vocational Rehabilitation has developed this manual to assist the agency to become more effective in the areas of counseling, evaluation, training and job placement. Knowledge of adequate occupational information is a vital part of the Rehabilitation process.

This manual is intended to be used to help all the staff gain an increased understanding of and appreciation for the value of the Dictionary of Occupational Titles. It will contribute significantly to the training of all staff.

This document should provide a meaningful introduction to the field of job development and lead toward more professional evaluation and placement of the individuals this agency is effected to serve.

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INTRODUCTION

The D.O.T. is probably the most comprehensive source of occupational information available to rehabilitation workers. It is universal in application and acceptance. Most professional rehabilitation workers need to develop a working knowledge of the D.O.T. to give them added expertise.

Originally, the D.O.T. was developed by the U.S. Employment Service to facilitate communication among state offices. By standardizing the terminology of occupations, the D.O.T. allows state offices to uniformly classify and code applicants' occupational qualifications and employers' job openings. The Employment Service also uses the Dictionary in the statistical reporting of information for economic analysis and manpower planning. Independent research projects use D.O.T. terminology to relate to other similar projects. The armed services as well as foreign nations have used the Dictionary as a broad guide for occupational classification.

The D.O.T. is composed of several books as follows: Volume I, Volume II, A Supplement to the D.O.T., and Supplement II to the D.O.T. These books contain reasonably good descriptive data in how they should be used. There are problems in understanding some of the descriptive data; and for this reason, we undertook the development of the Training Manual presented under this cover.

Many hours of study and labor went into this manual and no claim is made for perfection, as it covers a voluminous amount of material. It is felt, however, that this manual will be a useful tool in various phases of professional work concerned with occupational information.

VOLUME I

Volume I of the DICTIONARY OF OCCUPATIONAL TITLES contains descriptions of the various occupations in the economy, arranged alphabetically according to the job titles. Included are 35,550 defined job titles representing 21,741 separate occupations.

THE JOB DEFINITION

When an evaluator is requested to evaluate a client for a specific job, Volume I can be used to look up the job title in order to learn WHAT work is done in the occupation, HOW it is done, and WHY it is done. The evaluator utilizes this knowledge to decide what evaluative techniques would best determine if the client has potential for the specific job.

Job title definitions in Volume I also provide specific levels of functioning necessary for the job; aptitudes, interests and temperaments required by the job; and critical physical demands and working conditions common to the job. These definitions give a concise occupational picture and show the level of complexity involved. The job definitions also include the primary economic activity (industry) with which the job is associated. This industry designation follows (in parenthesis) the job titles. Example: Contractor (constr.).

Exercise 1

Open your Volume I to p. XV. Read pp. XV and XVI down to THE OCCUPATIONAL CLASSIFICATION AND CODE.

Exercise 2

Look up the following occupational titles in Volume I of the Dictionary. Fill in both the industry and page number as shown in the following example.

Example:

Braiding Machine Tender	rubber goods	p. 72

Title	Industry	Page
Guider		
Key Washerman		
Record-Press Tender		
Whip Operator		
Whistle Punk		

THE OCCUPATIONAL CLASSIFICATION AND CODE

All individual occupations listed in the Dictionary are identified by 6-digit occupational code numbers (274.358). Each 6-digit occupational code is divided into two 3-digit parts.

Occupational Group Arrangement

The first three digits are called the Occupational Group Arrangement and are concerned with the field of work. They can be divided into Categories, Divisions and Groups.

The first digit (274.358) is called the occupational CATEGORY. All jobs fall into one of nine broad occupational Categories listed below. For example, all jobs in the clerical and sales area fall into the broad Category 2.

0
1 Professional, Technical, and Managerial Occupations

2 Clerical and Sales Occupations

3 Service Occupations

4 Farming, Fishery, Forestry, and Related Occupations

5 Processing Occupations

6 Machines Trades Occupations

7 Bench Work Occupations

8 Structural Work Occupations

9 Miscellaneous Occupations

In order to break the broad categories down into smaller units, a second digit following the first digit is used. The two digits, together (274.358), comprise the occupational DIVISION. For example, some clerical jobs fall into the Division 20. Some sales jobs fall into the Division 27.

Divisions can be further subdivided into 3-digit GROUPS (274.358). The 3-digit Group number is more specific, whereas the Category and Division numbers are more general.

Example:

GROUP number 274 describes a job selling house furnishings.

DIVISION number 27 describes a job in sales work.

CATEGORY number 2 describes a job in clerical or sales work.

Exercise 3

Read THE OCCUPATIONAL CLASSIFICATION AND CODE on pp. XVI, XVII and the first three paragraphs on p. XVIII.

Exercise 4

Beside each of the following numbers, label the number as a Category, a Division, or a Group.

208	419
21	873
2	73
49	3
9	33

Exercise 5

Answer the following questions from your reading:

1. How many Categories are contained in the Occupational Group Arrangement? _____
2. How many 2-digit Divisions are the Categories divided into? _____
3. How many 3-digit Groups are the Divisions subdivided into? _____

The second three digits (274.$\overset{\blacktriangledown}{358}$) of the Occupational Code are concerned with how the worker functions in relation to Data, People and Things. The fourth digit (274.3$\overset{\blacktriangledown}{5}$8) describes specifically how the worker relates to DATA. The fifth digit (274.35$\overset{\blacktriangledown}{8}$) describes specifically how the worker relates to PEOPLE, and the sixth digit (274.358) describes specifically how the worker relates to THINGS.

Exercise 6

On p. XVIII begin reading at the fourth paragraph with the words, "The last three . . ." and continue reading down to Worker Trait Arrangement.

Exercise 7

Mr. Smith has three employees whose occupational code numbers end in .377, .458, and .081, respectively. Fill in the word that indicates the level of functioning with Data, People and Things using the center chart on p. XVIII.

.377	Data _____		People _____		Things _____
.458	Data _____		People _____		Things _____
.081	Data _____		People _____		Things _____

The Worker Trait Arrangement

All 6-digit occupations fall within 22 Broad Areas of work. These 22 Broad Areas can be broken down into a total of 114 Worker Trait Groups. Volume II of the Dictionary will present a detailed discussion of each of the 114 Worker Trait Groups.

These discussions include (1) narrative information identifying traits and abilities required of the worker and (2) a listing of occupations which require these factors.

Exercise 8

Read Worker Trait Arrangement which begins on p. XVIII to the last paragraph on p. XIX.

Each Worker Trait Group also contains a qualifications profile giving information on the general educational development, specific vocational preparation, aptitudes, interests, temperaments, and physical demands required of the worker. The profiles and codes are thoroughly explained in Volume II.

Also contained with each Occupational Group is a list of job classifications closely related to the Group.

Exercise 9

Read the last paragraph on p. XIX and down to ARRANGEMENT AND USES OF THE DICTIONARY.

ARRANGEMENT AND USES OF THE DICTIONARY

Presentation and Arrangement of Job Titles and Definitions

Job titles are arranged alphabetically. Each title is followed by its related industry and the 6-digit occupation code number. If there are alternate titles, they appear after the 6-digit code. The alternate titles are also listed in alphabetical sequence within the Dictionary and refer the reader to the original definitions.

Exercise 10

Read ARRANGEMENT AND USES OF THE DICTIONARY on p. XX down to How to Locate a Job Definition and Code on p. XXII.

How to Locate a Job Definition and Code

Step 1. Turn to the regular alphabetic listing in Volume I and look up the title by which it is believed the job is known.

Step 2. If unable to locate the initial title, consider possible synonyms and contractions for the words in the job title and again check the regular alphabetic listing in Volume I.

Step 3. If 1 and 2 above do not lead to the definition, Volume II may provide the needed information. Use of Volume II will be covered later.

Exercise 11

Read How to Locate a Job Definition and Code on p. XXII.

Exercise 12

Look up the following job titles and list the page on which the definition appears:

Job Title	Page Number
1. Adjustment Clerk	_____
2. Best Boy	_____
3. Set Electrician, Chief, Assistant	_____
4. Colorman	_____
5. Mat Sewer	_____
6. Powder Monkey	_____
7. Magazine Keeper	_____
8. Rug Hooker, Hand	_____
9. Tray-Line Worker	_____
10. Zanjero	_____

Uses of the Dictionary

The Introductory portion of Volume I ends with a discussion of the uses of the Dictionary.

Exercise 13

Read The Uses of The Dictionary on p. XXII to the bottom of p. XXIV.

SUMMARY

The primary uses of Volume I are:

1. To provide an alphabetical arrangement of the job titles.
2. To identify the industry or industries in which the job is located.
3. To provide a ready source of identifving alternate job titles.
4. To provide a numerical classification (code) for each job title.
5. To tell WHAT is done in a job.
6. To tell HOW the job is done.
7. To tell WHY the job is done.

VOLUME II

Volume II of the D.O.T. contains more technical information than Volume I and the Supplements. Much of the information seems unrelated and fragmented at first, but it is of great importance if you want to learn to use the D.O.T. effectively. Each individual who plans to use the D.O.T. to any extent must commit himself to a considerable expenditure of effort to learn the usage of Volume II. The following study program is intended to give a basic understanding of Volume II.

Explanation of the Last Three Digits

Let's start with an explanation of the last three digits of a D.O.T. code (221.$\overset{\blacktriangledown}{688}$). What do these digits stand for?

Exercise 14

Read pp. 649-50.

As previously stated, the first of the last three digits deals with DATA, the second with PEOPLE, and the third with THINGS. Notice the hierarchy of occupationally significant relationships for each digit - the lower the number, the higher the relationship. In essence, the last three digits convey to the user additional information about the specific occupational group identified by the first three digits.

Exercise 15

On p. 649 look up the function in each hierarchy of data, people and things for the following codes:

Example:

.632	6	Comparing
	3	Supervising
	2	Operating-Controlling
.248	2	
	4	
	8	
.101	1	
	0	
	1	
.345	3	
	4	
	5	

Occupational Group Arrangement

Exercise 16

Read the section on The Format of The Occupational Group Arrangement on p. v in the Introduction.

This section gives an explanation of what the first three digits of a job code mean. At the top of p. 1, you will find a list of nine Occupational Categories. The first digit of a job code is one of these nine categories. The first two digits indicate the Occupational Division. The first three digits indicate the Occupational Group. Both the Divisions and the Groups are under the larger overall headings of the nine Occupational Categories and are listed on pp. 1-24.

Exercise 17

Listed below are some D.O.T. codes. Please identify each digit(s).

The first one is completed as an example.

003.081

0	Professional, Technical and Managerial Occupations
00	Occupations in Architecture and Engineering
003	Electrical Engineering Occupations
0	Synthesizing
8	No significant relationship
1	Precision working

205.368

2	
20	
205	
3	
6	
8	

406.887

4	
40	
406	
8	
8	
7	

Job Titles

Under The Format of the Occupational Group Arrangement on pp. V and VI, information relating to job title arrangement is found. On the top of p. VI is an example of the various titles. Study the example, Collection Clerk 240.388.

Exercise 18

Now look on p. 49 and write down the following information about the titles for the code 182.287.

1. Base title _____

2. Defined related titles (one only) _____

_____

3. Alternate titles (one only) _____

4. Undefined related titles (one only) _____

_____

Read the section on Special Exclusions on p. VII. This section is self-explanatory.

AREAS OF WORK

Scan the 22 Areas of Work on p. 214. All jobs in the D.O.T. come from one of these 22 areas. These 22 areas are a further expansion of the 9 Occupational Categories.

WORKER TRAIT GROUPS WITHIN AREAS OF WORK

Beginning on p. 217 you will find the Worker Trait Groups arranged within the 22 Areas of Work shown on p. 214. Study the Worker Trait Groups

and get familiar with the arrangement. Make sure you understand the relationship between the Areas of Work and Worker Trait Groups.

Beginning on p. 226 there is a breakdown of Worker Trait Groups organized under the 22 Areas of Work. This arrangement continues through p. 529.

Under each of the above-mentioned Worker Trait Groups is shown the following information:

Work Performed

Worker Requirements

Clues for Relating Applicants and Requirements

Training and Methods of Entry

Related Classifications

Qualifications Profile

Exercise 19

To help you understand the Worker Trait Groups, do the following exercise: Look at the Worker Requirements under the Worker Trait Group, "Decorating and Art Work", and write the first requirement down in the space below.

_____

_____

Look at the Related Classifications under the Worker Trait Group, "Stenographic and Related Work", and write the first classification here.

_____

QUALIFICATIONS PROFILE

Exercise 20

Read p. 651.

The following information is a page-by-page listing of the various components of the Qualifications Profile under Worker Trait Groups:

GED - p. 652

SVP - pp. 652-3

Apt - p. 653

Int - p. 654

Temp - p. 654

Phys. Dem - pp. 654-6

Working Conditions are not always shown under the Qualifications Profile section of the Worker Trait Groups, but they are significant for our use. There is a separate section on Working Conditions on p. 656.

EDGE INDEX

On the inside of the back cover is an "Edge Index" useful in finding various sections in Volume II. Instructions for its use are found on the cover.

INDUSTRY ARRANGEMENT

An Industry Arrangement of Titles is found on p. 531. This section is an alphabetical listing of industries with job titles for each industry.

SUMMARY

Volume II contains more technical information than Volume I and is perhaps more useful to the evaluator. The last three digits of a D.O.T. code stand for DATA, PEOPLE, and THINGS in that order. An explanation of these digits is found on p. 649. On p. VII you will find a section on Occupational Group Arrangement. This section gives an explanation of the first three digits. On p. 33 is a section entitled Occupational Group Arrangement of Titles and Codes. This is a listing of jobs by groups under Occupational Categories. Information on titles can be found on pp. V and VI. The overall 22 Areas of Work can be found on p. 214. On p. 217, you will find the beginning of the section on Worker Trait Groups. These Worker Trait Groups are broken down by groups beginning on p. 226 and continuing through p. 529. Each Worker Trait Group contains a coded Qualifications Profile which specifies the general education development (GED), specific vocational preparation (SVP), aptitudes (Apt), interest (Int), temperaments (Temp), physical demands (Phys. Dem) required of the worker. A section on Working Conditions, useful in job placement, can be found on p. 656. An "Edge Index" useful in finding various sections of Volume II is found on the inside of the back cover. An Industry Arrangement of Titles is found on p. 531.

D.O.T. SUPPLEMENT
1966

Selected Characteristics of Occupations

This supplement (1) lists by numerical progression jobs in D.O.T. Groups that include Physical Demands, Working Conditions, General Educational Development and Training Time; (2) provides a breakdown on Physical Demands, Working Conditions, General Educational Development, and Training Time which can be found in the supplement immediately following p. 280.

Exercise 21

By using the associated blank pages, complete the following by looking up the six digit code number and then filling in the blanks with appropriate information.

D.O.T. SUPPLEMENT EXERCISE

Code Number 207.884

Industry _____

D.O.T. Title _____

Physical Demands (Write complete description): _____

Working Conditions (Write complete description): _____

Training Time (Describe complete GED and SVP): _____

D.O.T. SUPPLEMENT EXERCISE

Code Number 582.131

Industry _____

D.O.T. Title _____

Physical Demands (Write complete description): _____

Working Conditions (Write complete description): _____

Training Time (Describe complete GED and SVP): _____

D.O.T. SUPPLEMENT EXERCISE

Code Number 805.387

Industry _____

D.O.T. Title _____

Physical Demands (Write complete description): _____

Working Conditions (Write complete description): _____

Training Time (Describe complete GED and SVP): _____

D.O.T. SUPPLEMENT II

This Supplement contains all the job titles that fall under each Worker Trait Group. The Worker Trait Groups are in the same order as found on p. 217, Volume II.

GLOSSARY

Dictionary of Occupational Titles

Apt. - aptitudes (see p. 653, Volume II).

Alternate Titles - appear in all lower-case letters indented six spaces from the margin, are synonyms or alternates for base title, and are not defined.

Base Titles - appear in all capital letters and are defined and accompanied by code numbers.

Code - 6-digit number assigned to a title.

Clues for Relating Applicants and Requirements - listing of educational, special courses and training, and prior employment requirements relevant to jobs within an Occupational Group.

Data - a hierarchal listing of functions in a job relating to data (4th digit).

Defined related titles - appear in all capital letters, indented two spaces, which are closely related to the base title and receive the same code number.

Dictionary of Occupational Titles - a comprehensive job listing by job titles and occupational code numbers (including definitions) and cross indexing by title and number.

D.O.T. Volume I - names and definitions of jobs and occupations which have been alphabetized by job title.

D.O.T. Volume II - contains twelve sections as follows:

a. Occupational Categories, Divisions, and Groups;

b. Alphabetic arrangements of 3-digit Occupational Groups;

c. Occupational Group Arrangement of Titles and Codes;

d. Alphabetic Arrangement of Areas of Work;

e. Alphabetic Arrangement of Worker Trait Groups;

f. Worker Trait Groups within Areas of Work;

g. Worker Traits Arrangement of Titles and Codes;

h. Industry Arrangement of Titles;

i. Industry Index;

j. Glossary (defines technical terms found in definitions in Volume I);

k. Appendix A (explains relationships within Data, People, and Things hierarchy);

l. Appendix B (discusses worker trait components).

D.O.T. Supplement - a listing by numerical progression of jobs in D.O.T. Groups.

D.O.T. Supplement II - a listing of Job Titles by Worker Trait Groups in the same order as those Worker Trait Groups which are found on p. 217 of D.O.T. Volume II.

GED - general educational development (see p. 651, Volume II).

Int. - interests (see p. 654, Volume II).

Job Title - a name for occupations listed in the D.O.T., based on common usage for wording and totaling 35,550.

N.e.c. - "not elsewhere classified" used with certain Division and Group headings to indicate that only the occupations not classified in a more specific group are included (see Volume II, p. V).

Occupation - a term used to specify the 21,741 separate jobs defined in the D.O.T.

Occupational Categories - the nine broad Areas of Work as defined in the D.O.T.

Occupational Classification and Code - an arrangement of occupations by a 6-digit number which (a) groups jobs by characteristics, and (b) classifies abilities, experiences and worker potential.

Occupational Divisions - a listing in numerical order of the divisions of each Occupational Category.

Occupational Group Arrangement - arrangement of occupations into Categories, Divisions, and 3-digit groups. These job titles are defined according to their specific code numbers (see example at bottom of p. v of Introduction, Volume II, D.O.T.).

Occupational Groups - a listing in numerical order of Occupational Groups under Occupational Categories.

People - a hierarchal listing of functions in a job relating to people (fifth digit).

Phys. Dem - physical demands (see p. 654-656), Volume II).

Related Classifications - occupations related to skills and experience involved in jobs designated under Worker Trait Groups. These are occupations in which a person may be qualified or interested, based upon his correlations to other Worker Trait Groups.

SVP - specific vocational preparation (see p. 652, Volume II).

Six Digit Code Number - a two part number system for classifying occupations (see Occupational Classification and Code).

Special Exclusions - refers to two types of titles not coded, though included in Volume I, and not included in either Classification Arrangement of Titles and Codes, specifically "term definitions" and "master definitions" (see Volume II, p. VII).

Temp. - temperaments (see p. 654, Volume II).

Things - a hierarchal listing of functions in a job relating to things (sixth digit).

Three Digit Groups - the first half of a 6-digit code classifies 603 3-digit Groups, includes 84 2-digit Divisions, and 9 Occupational Categories (see D.O.T., Volume I, p. XVII).

Title - the name of a specific job.

Training and Methods of Entry - Mainly education and experience needed for jobs within an Occupational Group.

Undefined Related Titles - appear with initial capital letters indented four spaces from the margin, are contained in the body of the definition of the title under which they are indented, are specializations of the more general duties described in the definition in which they appear, and receive the same code as the base title.

Work Performed - the type of work an employee could expect to be able to do on a particular job within an Occupational Group.

Worker Requirements - skills expected of a worker on jobs within an Occupational Group.

Worker Trait Groups - groups arranged under each of the Areas of Work.

Worker Traits Arrangement - Specific worker characteristics relative to a particular area of Work. There are 22 such broad Areas of Work (see page VI, Volume II).

Work. Cond. - working conditions (see p. 656, Volume II).

ANSWER SHEET

Exercise 2

Title	Industry	Page
Guider	(knit goods)	347
Key Washerman	(can. & preserving)	398
Record-Press Tender	(phonograph)	587
Whip Operator	(amus. & rec.)	795
Whistle Punk	(logging)	795

Exercise 4

208	Group	419	Group
21	Division	873	Group
2	Category	73	Division
49	Division	3	Category
9	Category	33	Division

Exercise 5

1. 9
2. 84
3. 603

Exercise 7

.377 Data Compiling
People Serving
Things Handling

.458 Data Computing
People Persuading
Things No significant relationship

Exercise 7 (continued)

.081 Data Synthesizing
People No significant relationship
Things Precision Working

Exercise 12

Job Title	Page Number
1. Adjustment Clerk	5
2. Best Boy	639
3. Set Electrician, Chief, Assistant	639
4. Colorman	149
5. Mat Sewer	458
6. Powder Monkey	439
7. Magazine Keeper	439
8. Rug Hooker, Hand	612
9. Tray-Line Worker	755
10. Zanjero	808

Exercise 15

.248 2 Analyzing
4 Diverting
8 No significant relationship

.101 1 Coordinating
0 Mentoring
1 Precision Working

.345 3 Compiling
4 Diverting
5 Tending

Exercise 17

205.368

2	Clerical and sales occupations
20	Stenography, typing, filing and related occupations
205	Personnel clerks
3	Compiling
6	Speaking-Signaling
8	No significant relationship

406.887

4	Farming, fishery, forestry, and related occupations
40	Plant farming occupations
406	Horticulture specialty occupations
8	No significant relationship
8	No significant relationship
7	Handling

Exercise 18

1. base title CONSTRUCTION INSPECTOR
2. defined related titles BUILDING-CONSTRUCTION INSPECTOR
3. alternate titles inspector
4. undefined related titles Manufacturing-Process-and-Product Inspector

Exercise 19

Worker Requirement: Aesthetic appreciation

Related Classifications: Secretarial Related Work